

**Early Intervention Training Center
Competency Education Credit (CEC) Application**

INSTRUCTIONS FOR INDIVIDUALS

1. General Information:

Educational offerings eligible for CECs must:

- Include content that reflects one or more of the Massachusetts Early Intervention specialist competencies
- Be based on the core values of the Massachusetts Early Intervention system, which include respect, family centeredness, individualization, community, lifelong learning, and team collaboration

Individuals may apply for CEC approval for eligible workshops and conferences they attended that did not previously have CECs assigned to them. There is no time limit and the application can be submitted any time after attending the event.

Note: There is no fee associated with this application process.

2. Professional Development Opportunities that are Eligible for CECs:

Individuals may apply for CECs for the following types of training :

- **Single Workshop Educational offerings** in which two or more participants meet with one or more instructors in a single session, or in a series of individual or group learning experiences. Examples include program in-services, new employee orientation series, and topical mentorships.
- **Conferences** in which a variety of workshops is offered within a specific time period. Typically, multiple instructors contribute to the training in a conference. Examples include the annual conference of a professional organization; the conference of the Massachusetts Early Intervention Consortium; the Great Beginnings conference.
- **Distance Learning** in which the majority of the participant's work is done independently with little or no face-to-face contact with the instructor or fellow participants. To be considered eligible for competencies the workshop's sponsoring organization/institution must require participants to set up an individual account with the organization and to pre-register for enrollment. Examples include training presented through on-line training modules, webinars, video conferences, etc.

CECs are not assigned to individuals for:

- Credit-bearing programs, either secondary or higher education;
- High school equivalency courses;
- Program staff or committee meetings;
- Regular supervision with supervisor.
- Reading on-line articles
- Reviewing on-line modules for which there is no registration requirement
- Review of Power Point printouts of on-line offerings and associated materials completed by others or in a group (i.e., participants must register and complete the offering individually)

3. Application Requirements and Process:

- A. The Early Intervention specialist submitting an individual CEC application is responsible for providing as much written documentation of the educational experience as possible. Proof of attendance for workshops or certificates of completion for distance learning must be included with the application.

Written documentation may include conference materials, brochures, handouts, learning outcomes, agendas, outlines and presenter information. Be sure the materials you provide contain specific evidence of the content for each competency indicator(s) you have requested.

- B. Complete the CEC application in its entirety, including the location of supporting evidence for the requested competency indicators. Remember to retain a copy of the complete application package for your records.
- C. Upon receipt of the completed application package, the CEC Review Panel will review the materials for consideration of CEC assignment. The Review Panel may request additional information before making a determination.

4. Application Timelines:

Application Process Timelines	A panel of parents, Early Intervention specialists or administrators, and Early Intervention Training Center staff review applications on the following schedule:
Application Deadline:	Notification of Assignment on or about:
February 1	March 1
April 1	May 1
June 1	July 1
August 1	September 1
October 1	November 1
December 1	January 5

5. Training Hours and Number of Competency Indicators Addressed:

The requirements for **instructional time** are as follows: a **minimum** of 1.5 hours are required for a single competency indicator. Multiple indicators can be addressed in the same training, with the requirement of a minimum of 1 hour per competency indicator, as indicated in the chart below:

<u>Length of Workshop</u>	<u># of Competencies</u>
Less than 1.5 hours	0
1.5 hours	1
2 hours	2
3 hours	3
4 hours	4
Etc.	

6. To apply:

Please send your complete application package, including one original and three copies of all application materials to:

Mary Beth Curley
MA Department of Public Health
250 Washington Street, 5th floor
Boston 02108

617-994-9809

**** Please note that there is no fee associated with this application process.***